



## Drug Recognition Expert

### Time and Activity Quick Reference Card

ADMINISTRATIVE TIME		DRE Codes		Work Schedule Indicators	
<b>2217 DRE Training Given</b> <i>Time spent providing formal instruction to include class and report preparation and travel associated with the training.</i>  <i>Number Number of Students Taught</i> <i>Field 1 Course Phase</i> DID Drug that Impair Driving DRE Drug Recognition Expert DITEP Drug Impairment Training for Educational Professionals SFST Standardized Field Sobriety Testing  <i>Field 2 Course Type</i> CJ Other Criminal Justice Agency CO Community Group LE Law Enforcement Agency MIX Mixed Group WSP WSP Employees O Other	<b>2700 Court</b> <i>Record activities related to court attendance. Record the court type in Field 1.</i> <i>Field 1 Case Number</i> <i>Do not record time spent on report preparation or carrying reports to the court to this activity. Record travel time to court to this activity. Record time spent returning from court to activity 3140.00-Patrol unless on a day off.</i>  <b>9511 Court on Scheduled Day Off</b> <i>Record activities related to court attendance on a scheduled day off or a full day of annual leave</i> <i>Field 1 Case Number</i>	<b>3170 Drug Recognition</b> <i>Time spent by DRE when responding to or conducting investigation of drug impaired violators.</i> <i>For cases where narcotics are found, refer to the '4 Hour Rule'</i>  <i>Number Number of DRE Evaluations</i> <i>Activity statistic codes are required</i> <i>Field 1 Phase</i> E Full Evaluation Conducted A Assist C Coordinator P Preliminary Evaluation Only  <i>Field 2 Disposition</i> CE Completed Eval with No Enforce I Incomplete with no enforcement MR Medical Ruleout with No Enforce IE Incomplete with Enforcement N Not Impaired RE Refused with Enforcement R Refused without Enforcement MRE Medical Ruleout with Enforcement  <i>Field 3 Initiator</i> A Allied Agency Request S Self Initiated W WSP Employee Request CID CID  <i>Field 4 Toxicological Sample Collected</i> B Blood O Other R Refused U Urine	1 Mon/Fri 8 Hrs		
			2 Tue/Sat 8 Hrs		
			3 Wed/Sun 8 Hrs		
			4 Thurs/Mon 8 Hrs		
			5 Fri/Tue 8 Hrs		
			6 Sat/Wed 8 Hrs		
			7 Sun/Thurs 8 Hrs		
			8 Mon/Thurs 10 Hrs		
			9 Tue/Fri 10 Hrs		
			10 Wed/Sat 10 Hrs		
			11 Thurs/Sun 10 Hrs		
			12 Fri/Mon 10 Hrs		
			13 Sat/Tue 10 Hrs		
			14 Sun/Wed 10 Hrs		
99 Use <b>only</b> if 1 through 14 N/A					
<b>Acting Pay Codes (Commissioned Only)</b>					
S Sergeant					
L Lieutenant					
F Field Training Officer					
C Captain					
<b>Overtime Types (Commissioned Only)</b>					
CO Call-Out					
ET Exchange Time					
EX Shift Extension					
HW Holiday Worked					
SA Shift/Schedule Ajdjustment					
<b>Overtime Pay Codes (Commissioned Only)</b>					
C Comptime					
H Holiday Credit Hours					
P Pay					
<b>Overtime Types (Civil Service Only)</b>					
OS Overschedule					
SA Shift/Schedule Ajdjustment					
<b>Overtime Pay Codes (Civil Service Only Only)</b>					
C Comptime					
P Pay					



Leave Codes					
9509	Admin Leave W/Pay - Residence	9040	LWOP - Reasonable Accommod.	9050	Sick Lv - Bereavement*
9510	Admin Leave W/Pay - Office	9034	LWOP - Reduction in Force	9051	Sick Lv - Contagious/Jeop.*
9033	Admin Leave - Unpaid	9034	LWOP - Unauthorized	9174	Sick Lv - Family Care*
9011	AWOL - Unauth. Absence	9035	LWOP - Unforeseen Fam.	9049	Sick Lv - FMLA*
9014	CBU Meetings (Reps)	9036	LWOP - Union Negotiations	9057	Sick Lv - Inclem. Weather*
9069	Comp Time*	9043	Military Leave*	9058	Sick Lv - New/Adopt/Foster*
9016	Comp Time - Inclem. Weath.*	9504	Misc Leave	9062	Sick Lv - On Time Loss*
9017	Comp Time - Unforeseen Fam*	9013	Misc Lv - Blood/Organ Donations	9075	Sick Lv - Prev Care Rel/Hshld*
9511	Court Call Out On Day Off	9018	Misc Lv - Employee Advisory Service	9060	Sick Lv - Prev Care Self*
9076	Disability Status	9022	Misc Lv - Interview	9054	Sick Lv - Rel/Hshld Mem Illness*
9019	Exchange Time*	9023	Misc Lv - Jury Duty	9056	Sick Lv - Self Ill/Injury*
9070	Holiday Credits (Agcy 2250 & 4051)*	9063	Misc Lv. - State Exam	9061	Sick Lv - Unforeseen Fam.*
9021	Inclement Weather	9506	Over Schedule Comp Taken*	9065	Suspension with Pay
9072	Legal/Designated Holiday	9507	Over Schedule Exchange Taken*	9066	Suspension without Pay
9033	LWOP - Authorized	9505	Over Schedule Pay Taken*	9024	Time Loss Injury Lv
9037	LWOP - Education	9503	Permanent Disability	9003	Vacation Leave*
9038	LWOP - FMLA	9047	Pers Hol*	9004	Vacation Leave - FMLA*
9030	LWOP - Inclem. Weather	9074	Pers Hol - FMLA*	9006	Vacation Leave - in lieu of Sick*
9031	LWOP - Military Leave	9073	Pers Hol - On Time Loss*	9007	Vacation Leave - Inclem. Weather*
9032	LWOP - New/Adopt/Foster	9502	Scheduled Day Off	9008	Vacation Leave - On Time Loss*
9025	LWOP - On Time Loss	9077	Settl Leave Taken (WSP)*	9009	Vacation Leave - Unforeseen Fam.*
9033	LWOP - Other	9000	Shared Leave*		
9039	LWOP - Public Service	9078	Shared Lv - Military*		

\* Must have the appropriate leave balance to use.

\* Refer to your collective bargaining agreement regarding leave usage